

EPA REGION 10 EQUIPMENT TRANSFER FORM		
	Description	Special Comments
Item	Particulate Air Sampler	12 units
Manufacturer	BGI Instruments	
Serial Number	499(SB6158), 502(SB6159), 518(SB6160), 520 534(SB6163), 542(SB6164), 544(SB6165), 545 550(SB6168), 568(SB6169)	(SB6161), 528(SB6162), (SB6166), 546(SB6167),
Model	Particulate Air Sampler	
Model #	PQ200	
Date Received by EPA	3/1/2010	
Cost		
Funding Source: CERCLA, CEPP,		
EPA Decal	SB6158, SB6159, SB6160, SB6161, SB6162, SB6166, SB6167, SB6168, SB6169	SB6163, SB6164, SB6165,
Location to be Stored	Seattle SB6158, SB6159, SB6160, SB6161, Portland SB6165, SB6166, SB6167, SB6168	SB6161, SB6163, SB6164 SB6169
EPA Staff: Mike Boykin		Date:
Receipt and Decaled by WES Staff: Joseph Fowlow		Date:3/1/2011
Input into Database by WES Staff: Paul White		Date:3//2011
<p>Special Instructions: Units were transferred from another region. Each unit came with three legs, weather moduale, and PM10 head. Contact BGI Tech 1-781-891-9380 Bryan for help and info.</p>		

Government Furnished Equipment Transfer Procedure:

1. Purchaser places order for equipment.
2. Equipment received by purchaser in EPA Region 10.
3. Purchaser checks items received against Purchase Order and Packing list to verify receipt of proper number and type of items purchased.
4. Purchaser completes equipment transfer form and arranges for pick up/delivery of items by/to warehouse.
5. WES contractor confirms receipt by attaching decal number and adding items to the inventory.
6. WES contractor notifies purchaser that items have been decaled and added to inventory.
7. WES contractor maintains list of new equipment added to inventory and on a monthly basis sends the list to the DPO, PO, and CO so that the contract can be modified to reflect the new equipment to be maintained by the WES.